

November 16, 2012

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 12-31</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Social Intake Form (SIF) Updates

1. Purpose. To provide center staff with updates to the revised SIF released April 24, 2012 via Information Notice 11-66.
2. Background. The revised SIF released via Information Notice 11-66 was updated in response to center feedback, and to clarify the use of the CRAFFT which is included in the Alcohol and Drugs section.

Updates to the SIF include the following:

- a. Complete student demographic information was added to the form with the request for residential or non-residential status; cell phone number; and e-mail address.
- b. Emotional Wellness section was divided into Part 1 and Part 2 for differentiation between the section asking questions for “NOW,” and the section asking questions for “EVER.”
- c. The “None Reported” boxes in Emotional Wellness parts 1 and 2 were aligned to the right.
- d. Emotional Wellness section Part 1
  - i. Sexual/Sexuality Issues category – “Having sex recklessly with anyone” was removed.
  - ii. Parenting Issues category – “Feeling fearful of abusing your child” was removed.

- e. Emotional Wellness section Part 2
  - i. Abuse, Verbal Abuse, Sexual Abuse, or Physical Abuse category – “What type of abuse and when” and “month and year” were removed; “Would you like to talk with someone about the abuse?” was added.
  - ii. Category title “An event that was so frightening, horrible, or upsetting that you:” was replaced with “A traumatic event such as an accident, natural disaster (e.g., hurricane, flood, fires) or an act of violence that you:”
  - iii. Category title “Thoughts of killing or hurting yourself but did not go to see anyone for help?” was replaced with “Thoughts of hurting or killing yourself?”
- f. Alcohol and Drugs section
  - i. Changes clarify scoring the CRAFFT.
  - ii. Footnote 1 “CRAFFT-Massachusetts Department of Public Health Bureau of Substance Abuse Services. Boston, MA. Massachusetts Department of Public Health, 2009,” was replaced with “Questions 4 through 9 are from the CRAFFT-Massachusetts Department of Public Health Bureau of Substance Abuse Services; Boston, MA. Massachusetts Department of Public Health, 2009.”
  - iii. Instructions for Questions 4 through 6 were removed.
  - iv. “Everyone answers Questions 10 and 11” was added.
  - v. Footnote 2 added “Questions 10 and 11 are not part of the CRAFFT and are not scored as part of this screening tool.”
- g. Protective Factors section – “Are you religious?” was replaced with “Do you have any religious/faith-based/cultural practices you participate in?”
- h. Items for Intervention Plan section
  - i. “(to be completed by Counselor)” was added.
  - ii. “Assigned to” was removed.
  - iii. “Group(s)” was replaced with “Identify Special Group(s), if checked above.”

3. Action. Centers should review the attached updated SIF and incorporate it into existing activities designed to meet the Policy and Requirements Handbook (PRH) Chapter 2.4, R2 (a) requirement that counselors complete an intake assessment – including student history – within

the first 48 hours of enrollment. Counselors should use the SIF, which includes sensitive questions, in an interview fashion after a rapport is developed with the student. A “good rapport” means the counselor and student can relate well to each other.

Once the SIF is completed, the counselor and student should sign and forward it to the Counseling Manager for review and signature. The Counseling Manager then forwards the SIF to the Health and Wellness Center for review by the Center Mental Health Consultant (CMHC) and Trainee Employee Assistance Program (TEAP) Specialist within 1 week as required by PRH Exhibit 6-4, C(1).

The counselor will complete all sections of the SIF with the student, and it will be the TEAP Specialist’s responsibility to review the SIF, score the CRAFFT, and follow up with students as needed.

To score the CRAFFT, each “yes” in response to answers 4 through 9 in the Alcohol and Other Drug Section scores 1 point. A total score of 2 or higher indicates a need for additional individualized assessment when the TEAP Specialist meets with the student. Questions 10 and 11 are not to be scored as part of the CRAFFT, but are included to provide additional clinical information.

While TEAP Specialists review each SIF, it is recognized that for larger centers, having the CMHC review every SIF may pose a hardship due to the CMHC’s limited hours on center. Centers may choose to have the CMHC only review SIFs of students who indicate a mental-health history, request to see the CMHC, or have at least one positive response in the Wellness Support and/or Emotional Wellness sections. However, counselors can and should make a referral to the CMHC at any time if they suspect a student may have an undisclosed mental-health issue.

It should take approximately 30 minutes to complete the SIF, depending on the complexity of the student’s background. A copy of the completed SIF should be kept in the student’s health record. The Counseling Manager should coordinate any referrals generated from the SIF, and ensure that students who need immediate intervention for mental-health and/or TEAP issues are directed to the Health and Wellness Center.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov), or Johnetta Davis at (202) 693-8010 or [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

Attachment

Updated Social Intake Form